

DRAFT
MEETING NOTES
BCM SUB WORKING GROUPS (SWGS)
APRIL 7, 2009
CONFERENCE CALL - 8:30 to 9:30 am EDT

1. Welcome and Call to Order

Chairman Marc Siegel called the meeting of the Business Continuity Management (BCM) Sub-Working Groups to order at 8:30 am EDT and welcomed the participants.

2. Roll Call

Ms. Aivelis Opicka of ASIS staff took roll. The attendance list is appended as Attachment I.

3. Approve Agenda

Chairman Siegel asked for any proposed modifications to the agenda, and being none the agenda was approved.

4. Approve Meeting Minutes

Chairman Siegel asked for any proposed modifications to the BCM Sub-Working Groups Meeting Notes of 3/20/09, and being none the notes were approved.

5. Discussion of Identified Issues

Chairman Siegel opened the discussion of Identified Issues. Discussion ensued regarding the issues and whether organizational resilience is to be emphasized in the BCM standard. It was noted that some in the business community view organizational resilience and business continuity as the same discipline, and questioned the necessity of a business continuity standard with the existence of the newly published organizational resilience standard. Discussion ensued on the distinctions between organizational resilience and business continuity. It was observed that the organizational resilience standard is positioned as an umbrella document for more discipline focused standards such as the BCM standard within the umbrella. Chairman Siegel noted, with Co-Chairman Brear's concurrence, that as the intent is to do a discipline specific document for business continuity, it would be best to minimize the usage of the term "resilience" in the document. The SWGS members in attendance concurred that business continuity is to be the focus of the standard.

6. Open Discussion

Chairman Siegel opened general discussion and noted that confusion has resulted by SWGS documents being disseminated outside of the SWGS. Discussion ensued regarding moving the process to the more formal working group level and the proper procedures for handling un-vetted draft materials. Some confusion regarding government agencies and the standards development process was also noted and discussed.

Mr. David Adamson noted the draft was getting closer to the targets set during the Jan. 15-16, 2009 BCM Working Group meeting. Utilization of a small editorial panel was suggested to best incorporate the SWGS issues input and the compiled comments into the next draft. It was noted that this should better enable the development of a draft reflective of the SWGS input, and having the leader or one member from each SWG was proposed. Suggestions for the editing group size ranged from 5 to 8 members. The SWGS agreed that the Chairman will determine the composition of the editing group, with the assistance of the Co-Chairman. The intent is to have the editing group utilize the SWGS list of identified issues and the BCM comment compilation to develop the next draft.

7. Action Items

Action items include:

- Chairman Siegel to assemble names of the editing group members with assistance from Co-Chairman Brear.
- ASIS staff to disseminate the list of editing group members the SWGS.

8. Next Meeting

The next meeting of the Sub-Working Groups will be determined pending the release of the next draft from the editing group.

9. Adjournment

Chairman Siegel adjourned the meeting at 9:30 am EST with consensus.

Submitted by:

[Original Signed By:]

Jeanette Donovan
ASIS International
Coordinator, Standards & Guidelines

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**BCM SUB WORKING GROUPS (SWGS) APRIL 7, 2009 MEETING ATTENDANCE**

|                  |                                                               |
|------------------|---------------------------------------------------------------|
| David Adamson    | BSI                                                           |
| Dennis Blass     | Security Engineers, Inc.                                      |
| Thomas Bozek     | Bozek Consulting, LLC                                         |
| Kevin Brear      | SIESO (Committee Co-chair)                                    |
| Donald Byrne     | North River Solutions                                         |
| Ian Charters     | Continuity Systems, Ltd.                                      |
| Lisa DuBrock     | The Radian Group, LLC                                         |
| Edward Eaton     | Crisis Management International                               |
| Paul Kirvan      | Paul Kirvan Associates                                        |
| Don Knox         | Caterpillar                                                   |
| Doug Nelson      | Business Continuity Solutions                                 |
| James Nelson     | International Consortium for Organizational Resilience (ICOR) |
| Alan Nutes       | Self                                                          |
| Philip Oppenheim | International Continuity Oversight Board                      |
| Marc Siegel      | ASIS International (Committee Chair)                          |
| Suzanne Warner   | Delaware Dept of Transportation                               |
| Renee Wentworth  | Virginia Department of Social Services                        |
| Dan Wilder       | Danalie Partners                                              |
| Brian Zawada     | Avalution Consulting                                          |

**ASIS Staff Present**

Sue Carioti, Director, Standards & Guidelines

Aivelis Opicka, Manager, Standards & Guidelines

Jeanette Donovan, Coordinator, Standards & Guidelines